

M & M Aviation
STANDARD OPERATING PROCEDURES
Rental – Club Aircraft

General: These operating procedures identify responsibilities, requirements, prohibitions and liabilities associated with instruction in or rental of *M & M Aviation*-owned or leased aircraft. They are designed to provide a safe, consistent level of service. Violation of these procedures may result in suspension or revocation of flight privileges.

M & M Aviation Services Responsibilities:

- Shall, consistent with availability, schedule aircraft and/or instruction in response to member/customer desires.
- Shall promptly notify customers of schedule changes due to non-availability of aircraft and/or instructors.
- Shall dispatch rental and instruction flight through the FBO system.
- Shall ensure aircraft are airworthy, clean and properly serviced at the time of dispatch.
- Shall conduct all instruction in accordance with the appropriate approved syllabus, e.g., private, instrument, commercial, or multi-engine pilot.
- Shall endorse each student pilot logbook with authorized wind velocity and crosswind limitations while on solo operations.
- Shall accurately bill customers at the conclusion of flight and/or instruction.
- Members/customers will be reimbursed for any fuel purchases at actual cost per gallon or \$2.50 per gallon, whichever is lower.
- Shall assist in scheduling practical flight examinations.
- Shall suspend all flight operations if the ambient temperature is below -10⁰ F (-23⁰ C) and/or wind chill is below -30⁰ F (-34⁰ C).

Member/Customer Responsibilities:

- Shall at all times exhibit safe flight operations and good judgment while flying *M & M Aviation, Ltd.* aircraft.
- Shall complete and maintain currency of the *M & M Aviation* pilot information card.
- Shall be present at the time of their scheduled aircraft rental and/or instruction or shall cancel their scheduled aircraft rental and/or instruction in advance. Unless an emergency, cancellations are to be made the previous day or not later than five hours prior to the

scheduled appointment. Failure to meet scheduled rental and/or instruction appointments may result in no-show charges. Notice can be phone in to *M & M Aviation's* recording machine. If no notice of cancellation is given, *M & M Aviation* may charge lessee for one-hour of aircraft rental fee. If an instructor was reserved as well, lessee may be charged for one-hour of instruction as well.

- Shall complete any cross-country flight planning prior to the aircraft rental time.
- Shall provide contact information for any overnight or extended aircraft rental and/or instruction.
- Shall conduct all flight operations (pre-flight inspection through post-flight inspection) in accordance with the aircraft pilot-operating handbook (POH).
- Shall report any aircraft discrepancies discovered during pre- or post-flight inspection or arising during aircraft operation. Discrepancies will be recorded on the maintenance squawk sheet.
- Shall be responsible for owning renter's insurance, minimum coverage for \$500 not-in-motion and \$2,500 for in-motion deductible or equivalent.
- Shall pay for any aircraft damage, minimum deductible, possibly up to total cost of damage occurred (insurance company may seek repayment).
- Shall chock, tie down, install cowl plugs and/or connect power cords to engine heaters upon completion of flight when appropriate.
- Shall return the aircraft renter clipboard and ignition key to the *M & M Aviation* desk attendant upon completion of post-flight inspection.
- Shall complete entries on the aircraft rental sheet upon return of the aircraft clipboard.
- Shall place on file with *M & M Aviation* a valid and current credit card. Lessee understands that any bills not paid within 60 days of incurring the bill will be charged to the credit card on file.

Member/Customer Responsibilities Continued:

- If an aircraft is rented for an entire business day, the rate is the actual number of hours flown (Hobbs meter) or two hours, whichever is more. If the member/customer departs with the aircraft the afternoon of day one and returns with it before noon of day two, actual hours flown or two hours will be charged, whichever is more. If the member/customer departs before noon of day one and returns the afternoon of day two, the actual hours flown or three hours will be charged, whichever is more. Daily rental rate principles apply to multiple, consecutive days of rental as well.
- **All non-instructional, local flights will have minimum charge of one-hour.**
- Shall schedule their medical examinations and written examinations and will be responsible to provide a current copy of the medical certificate on file with *M & M Aviation*.
- Flights into foreign countries are expressly forbidden.

Renter / Pilot Requirements:

- All flight shall conform to current Federal Aviation Regulations (FARs).
- All members/customers agree to permit no one other than himself/herself to fly the aircraft.
- All members/customers must complete the equivalent of a Biennial Flight Review every 24 calendar months. Renter will be responsible for providing a current copy of the biennial logbook endorsement or equivalent to *M & M Aviation*.
- All members/customers must complete a proficiency check with an *M & M Aviation* instructor if no *M & M Aviation* aircraft has been flown by the member/customer in the last 90 days (log-book needed for verification.)
- Member/customer shall maintain flight currency.
 - For tailwheel rental aircraft, flight currency is defined as three take-offs and landings to a full stop each 60-days.
 - For all other rental aircraft, flight currency is defined as three take-offs and landings to a full stop each 60-days.
 - For night flight with passengers, flight currency is defined as three

take-offs and landings to a full stop each 60-days at night.

- At least a private pilot rating with 100 hours total time and 10 hours nighttime or be accompanied by an *M & M Aviation* instructor to operate *M & M Aviation* owned/leased aircraft for **Night** operations.
- Twice the required aircraft take-off distance must be available before any stop-and-go or touch-and-go landings.
- Cross-country flight in excess of 50 miles from the Whiteside County Airport (KSQI) requires a filed flight plan. *M & M Aviation* reserves the right to disapprove of any extended cross-country flight.
- Member/customer agrees to obtain weather reports and briefings prior to takeoff and to remain advised of weather ahead through radio contact with FAA and/or NWS facilities.
- If for any reason the aircraft cannot be returned on time, *M & M Aviation* must be notified as soon as possible.
- Member/customer agrees to assure the safety of the aircraft by hangaring the aircraft at lessee's expense when it reasonably appears to be necessary to insure the safety of the aircraft or by making certain the aircraft is tied down. This will include, but not be limited to weather condition such as temperatures below 40⁰, hail resulting from thunderstorms, and potentially damaging winds.
- *M & M Aviation* may charge member/customer for maintenance necessary due to improper handling of the aircraft. (example: Battery charged because the master switch was left on.)
- Member/customer understands that lessee, in the event of airsickness occurring during rental period, must clean the aircraft interior as is necessary.
- Member/customer agrees to authorize no mechanical repair of the aircraft in excess of \$10.00 without first securing permission from authorized personnel of *M & M Aviation*.
- Pilots must multiply all flight limitations by 1.5 such as landing and takeoff distances, to ensure safe operations. (ie. 2000 foot runway needed multiplied by 1.5 equals a minimum of a 3000 foot runway to determine a go/no go decision.)

Student Pilot Requirements:

- Student pilots shall practice flight maneuvers only in prescribed practice areas and only during daylight hours.
- Student pilot solo flight weather minimums:
 - Traffic pattern: minimum ceiling 2000' AGL and five miles visibility.
 - To leave the traffic pattern: minimum ceiling: 3000' AGL and five miles visibility OR AUTHORIZED BY THE FLIGHT INSTRUCTOR
- Cloud ceiling shall be no less than 3,000 feet above ground level (AGL) and visibility shall be no less than 5 statute miles across the entire route for any student solo cross-country flight, or approved by a flight instructor.
- Ceiling and visibility minimums must be forecast across the entire student solo cross-country route from an hour before take-off to an hour after return to the Whiteside County Airport (KSQI)
- Student solo flight is not authorized when ambient temperatures are below 0⁰F (-18⁰ C) and/or wind chill below -18⁰ F (-28⁰ C).

Flight Prohibitions:

- Aircraft equipped with starters may not be handdropped.
- Smoking is not permitted in *M & M Aviation*-owned or leased aircraft.
- Spins and/or aerobatic maneuvers are not allowed in *M & M Aviation*-owned or leased aircraft.
- Formation flight is not allowed.
- Landings, takeoffs or flight operations are not allowed at non-public-use airports or airfields, or grass strips. Students/renters may operate on grass strips that are published as public-use airports or when accompanied by an *M & M Aviation* instructor.
- Students are not authorized to conduct solo flights without the prior permission from their instructor.
- The engine may not be shut down in any single engine aircraft during flight.
- No instruction is permitted by any instructor other than an *M & M Aviation* employee.

Liability Insurance:

Under *M & M Aviation's* policy, the single- or multi-engine land (SEL/MEL) hull (aircraft) is insured to replacement value. It is accompanied by a deductible amount of \$500 for not-in-motion and \$2,500 for in-motion. Should the renter be involved in a damage incident, the renter will be responsible for the deductible.

The liability coverage for *M & M Aviation* is \$1,000,000 combined single limit for bodily injury and property damage with a \$100,000 sub-limit per passenger. However, this liability coverage is only in effect when accompanied by an *M & M Aviation* instructor.

03-2006

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The individual applying to become a member of the M & M Aviation Services, Ltd.'s *Flying M-Club* agrees that he/she has completely read and understands the above requirements and responsibilities.

Applying Member Signature: _____

Date: _____